



# City of Torrance ELECTED OFFICES

**Next General Municipal Election**

**June 5, 2018**

**For Mayor, Three (3) Councilmembers,  
City Clerk, and City Treasurer**

## Qualifications

*“No person shall be eligible to hold any elected office in the City unless he be a resident elector therein and shall have resided in such City for at least thirty (30) days next preceding the date of his filing of nomination papers.” – City of Torrance Charter*

- Elections are held in June of even numbered years on the statewide primary date.
- Candidates run at large. There are no district elections.
- Candidates receiving the highest number of votes are seated.
- There are no primary elections and no run-off elections.
- Tie votes are decided by process chosen by Council prior to each election.
- The City of Torrance has 84,029 registered voters. (May 2016)

## Offices

Office	Term Limits	Position
Council 6 seats with staggered terms Mayor elected separately	2 4-year terms  Councilmembers who have served 2 full terms must wait 4 years before being eligible to run.  Councilmembers appointed or elected in an off time may serve balance of term <u>plus</u> two terms	<ul style="list-style-type: none"> <li>• Part-time - Compensation \$100/mo</li> <li>• Council receives reimbursement for qualified expenses including mileage Resolution 2007-102 and Resolutions 2006-76, 2006-77, &amp; 2006-78</li> <li>• Travel expenses for conferences and other business (limited)</li> <li>• Insurance benefits (life &amp; health)</li> <li>• PERS (Public Employee Retirement System)</li> </ul>
City Clerk City Treasurer	no term limits	<ul style="list-style-type: none"> <li>• Full time Resolution</li> <li>• Executive &amp; Management Resolution</li> </ul>

## Duties of Office

The function of the City Council is to develop policies that the City implements. The Council passes laws by ordinance, adopts the budget, authorizes expenditures, approves fees, secures revenues, plans for long-range development of the community and makes zoning and land use decisions, acts as the Successor Agency to the former Redevelopment Agency and as the appellate body for decisions made by Commissions.

The City Clerk attends all City Council meetings as Clerk of the Council, is responsible for the safekeeping of the official City records, is guardian of the City seal, serves as the elections official and conducts municipal elections.

The City Treasurer is responsible for the receipt and deposit of all city monies and the investment of funds as prescribed by the City's Investment Policy. In addition the City Treasurer is the Plan Administrator of the City of Torrance Deferred Compensation Plans.

## **Election**

***The next regular Torrance Municipal Election is scheduled for June 5, 2018 for Mayor, three (3) City Council seats, City Clerk, and City Treasurer.*** The election will be consolidated on the Los Angeles County ballot with the Presidential Primary Election.

## **Nominations**

The official nomination (filing) period will be open in February 2018 and end in March 2018. Exact dates will be announced at a later date. If an eligible incumbent for re-election fails to file, the nomination period will be extended.

Prospective candidates may be issued a nominating petition by the City Clerk any time within the filing period. A petition issued by the City Clerk during that filing period must be signed by no less than twenty (20) and no more than thirty (30) registered Torrance voters. The circulated petitions and other official documents are due back to the City Clerk no later than the close of nominations.

At the time petitions are returned, the candidate may also return a 200 word ballot statement to be printed in the Sample Ballot Pamphlet. Statement wording and formatting is strictly limited. Detailed information will be provided at the opening of nominations. Ballot statements are not required. **See Fees**

The only other opportunity for a voter to seek any of these seats in the 2018 election is to become a write-in candidate. Write-in candidates are not eligible to submit candidate statement and will not be listed on an official ballot.

Campaigning generally begins after the close of nominations. Many community groups offer opportunities for candidates to reach voters through candidate forums. Torrance Community Access (TCTV) offer filmed Open Mic spots and the League of Women Voters' SmartVoter project offers an opportunity for candidates to post campaign information online at no cost to the candidate.

## **Campaign Finance**

Campaign Finance is regulated by the Political Reform Act of 1974 (as amended) and Fair Political Practices Commission (FPPC). Specific laws apply to the handling of funds used in campaigns. Manuals and forms are available from the City Clerk and may also be found online at [www.fppc.ca.gov](http://www.fppc.ca.gov). Violations of the Act are prosecutable.

A Form 501 Notice of Intention must be filed with the City Clerk to indicate intent to run for the position. A Form 410 Statement of Organization (original) must be filed with the Secretary of State and a copy filed with the City Clerk if raising or spending more than \$1,000 for a candidacy (including the candidate's own funds). An annual fee of \$50 is required to maintain this committee. Technical information is available from the FPPC at 916.322-5660 or toll free at 888.ASK-FPPC.

The FPPC provides free workshops for candidates and treasurers. It is suggested that all candidates attend at least one of these workshops to learn the technical requirements of running for elected office in the State of California. Contact the FPPC for additional information. There is no cost but a reservation to ensure sufficient materials is **required** for attending a workshop. Contact the FPPC at 916.322.5660 or toll free at 888.ASK-FPPC.

The City of Torrance currently has a Campaign Contribution Ordinance. **See the TMC section at the end of this document for complete information.**

## **Financial Disclosure**

A Statement of Economic Interest (Form 700) requiring disclosure of investments and business activity in the City and within a 2 mile radius for both the candidate and spouse must be filed at the same time as nomination papers are filed. This information becomes a public record on file in the City Clerk's office and may be viewed by the public.

## **Fees**

There are no filing fees; however, there is a charge for printing a 200 word ballot (candidate) statement in the sample ballot mailed to all registered voters. The City Council has in the past approved a subsidy for printing and in this election will cost the candidate \$580. This charge is always subject to change. (County costs currently estimated between \$1200 and \$1600)

## **Ethics Training for Candidates for Elective Office**

The City Council approved by resolution on October 18, 2011, changes to Torrance Commitment to Ethics statement by adding Candidates for Elective Office, an Ethics Policy for all candidates and Guidelines for Clarifying Your Role as a Candidate. All candidates for elective office and campaign staff will be invited to attend a newly approved voluntary Ethics Training after the close of nominations. (Resolution 2011-92)

## **Additional Information**

A detailed Candidate Manual will be provided to each prospective candidate when the filing period opens.

Copies of additional information can be requested through normal channels (Public Records Request) at the regular fees.

- Candidate Campaign Finance statements are 10¢ per copy.
- All campaign filings will be posted online for public review.
- Cost for reproduction of minutes and other similar documents are first five (5) pages free and 20¢ for each additional copy.

Copies of videotapes or DVDs of City Council meetings are ordered directly through CitiCABLE online with costs listed. Meetings can be requested dating back to March 1984.

Torrance precinct maps can be purchased through the Los Angeles County Registrar Recorder. Precinct maps are subject to change with each election.

## **Council Meetings**

Unless adjourned to another time or location the Torrance City Council meets every Tuesday in the City Hall Council Chamber at 3031 Torrance Blvd., at 5:30 p.m. for an executive session with the regular business commencing no earlier than 7:00 p.m.

Holidays falling on a Tuesday, 5th Tuesday of the month or Tuesday following a Monday holiday may be dark.

Agendas (including staff reports) in pdf format may be downloaded from the City of Torrance home page at <http://www.TorranceCA.Gov/2372.htm>.

City Council meetings are cablecast live and live-streamed Tuesdays in CitiCABLE Channel 3 (Time Warner) and CitiSOUNDS AM 1620. Meetings are replayed Wednesday and Thursday at 10:00 p.m. and Friday, Saturday and Sunday at 10:00 a.m., 3:00 p.m. and 8:00 p.m. on Channel 3. **NOTE:** if the meeting is over five (5) hours, the Friday, Saturday & Sunday replay schedule is 10:00 a.m. & 6:00 p.m.

Archived City Council meetings are available at [www.TorranceCA.Gov](http://www.TorranceCA.Gov). (from May 2005)

Archived copies of City Council minutes are available online. (1998).

DVDs are available for checkout at the Katy Geissert Main Library and branch libraries.

*Note that full printed City Council agenda packets will be made available on request to candidates at no charge at the end of the nominating period after official nominating papers have been filed with the City Clerk.*

Contact the City Clerk at 310.618.2870 for further information.

Questions of a technical nature regarding Campaign Finances will be referred to the FPPC at 916.322.5660 or toll free at 888.ASK-FPPC or through the website at [www.fppc.ca.gov](http://www.fppc.ca.gov)

**The City of Torrance currently has a Campaign Contribution Ordinance.**

Candidates are limited to contributions of \$1,000 per person per election cycle with the cycle commencing with the filing of a formal intention (Form 501) to seek the seat through the last day of the 17<sup>th</sup> month following the month in which the election occurred, only to the extent that the contribution does not exceed net debts outstanding from the election, and the contribution does not otherwise exceed the applicable contribution limit for that election. Candidate loans of personal funds may not exceed \$30,000 at any one time. Funds may not be carried over from one election to another. The complete ordinance is below.

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**TORRANCE MUNICIPAL CODE**

**CHAPTER 7 - CAMPAIGN CONTRIBUTION LIMITS**

(Added by O-3404; Amended by O-3437; O-3462; O-3522, O-3668, O-3698, O-3699, **O-3700**)

**ARTICLE 1 - GENERAL PROVISIONS**

**SECTION 17.1.1. PURPOSE.**

This chapter imposes a maximum limitation on the amount of campaign contributions that may be solicited and received by a candidate from a single source with respect to any single election campaign.

**SECTION 17.1.2. RELATION TO POLITICAL REFORM ACT OF 1974.**

This chapter is intended to be a supplement to and in no way to conflict with the Political Reform Act of 1974, which is codified in Title 9 of the California Government Code and its implementing regulations. Unless otherwise defined in this chapter, words and phrases have the same meanings here as those given to them by Title 9 of the California Government Code and its implementing regulations, and with the interpretations of these provisions by the California Fair Political Practices Commission.

**SECTION 17.1.3. DEFINITIONS.**

- a) "City of Torrance Elective Office" means the offices of Mayor, Councilmember, City Clerk and City Treasurer.
- b) "Family Contributions." Contributions by a husband and wife will be treated as contributions by separate persons and will not be aggregated. Contributions by children under eighteen years of age will be treated as contributions by their parents and attributed proportionately to each parent (one-half to each parent or the total amount to a single custodial parent).

**SECTION 17.1.4. LIMITATIONS ON CAMPAIGN CONTRIBUTIONS.**

- a) "Declaration of Candidacy." No person may make, and no candidate for City of Torrance elective office and the controlled committee of that candidate may solicit or accept, any campaign contribution until such time as the candidate has filed a statement of intention to be a candidate.
- b) "Contribution Limits." No person may make any campaign contribution to a candidate for City of Torrance elective office, or to the controlled committee of that candidate, that will cause the total amount contributed by that person to the candidate to exceed One Thousand Dollars (\$1,000.00) during an election cycle. The contribution limits established by this section will apply to all contributions received after March 1, 1999. Notwithstanding the foregoing, a candidate may make campaign contributions in any amount to the candidate's own controlled committee.
- c) "Solicitation and Acceptance of Campaign Contributions." No candidate for City of Torrance elective office and no controlled committee of that candidate may solicit or

accept any campaign contribution that will cause the total amount contributed by any one person to the candidate to exceed One Thousand Dollars (\$1,000.00) during an election cycle.

- d) "Return of Contributions." A contribution will not be considered to be received or accepted if it is not negotiated or deposited, and in addition it is returned to the donor within fourteen (14) days of receipt.
- e) "Post-Election Fundraising." A contribution for an election may be accepted by a candidate for City of Torrance elective office through the last day of the 17th month following the month in which the election occurred, only to the extent that the contribution does not exceed net debts outstanding from the election, and the contribution does not otherwise exceed the applicable contribution limit for that election. For elections occurring prior to November 1, 2002, contributions may be accepted through September 30, 2003, subject to the restrictions set forth above."

#### **SECTION 17.1.5.      LIMITATION ON LOANS.**

A candidate for any City of Torrance Elective Office may not personally loan to his or her campaign, including the proceeds of a loan obtained by the candidate from a commercial lending institution, an amount, the outstanding balance of which exceeds \$30,000. A candidate may not charge interest on any loan he or she made to his or her campaign.

#### **SECTION 17.1.6. CASH CONTRIBUTIONS.**

No person may make, and no candidate for City of Torrance elective office, or controlled committee of that candidate, may solicit or accept, any cash contribution in excess of \$20.

#### **SECTION 17.1.7.      LATE CONTRIBUTIONS**

- a) Each candidate or committee that receives a contribution that in the aggregate totals more than \$100 from a single source that is received before the date of the election at which the candidate is to be voted on but after the closing date of the last pre-election campaign statement, must report that contribution to each office with which the candidate or committee is required to file its next campaign statement and in compliance with this section.
- b) The recipient of the late contribution must report his or her full name and street address, the date and amount of the contribution, and whether the contribution was made in the form of a loan. The recipient must also report the full name of the contributor, his or her street address, occupation, and the name of his or her employer, or if self-employed, the name of the business.
- c) A late contribution must be reported by electronic transmission, facsimile transmission, guaranteed overnight delivery, or personal delivery within 24 hours of the time it is received. A late contribution must be reported on subsequent campaign statements without regard to reports filed pursuant to this section.

A late contribution need not be reported nor will it be deemed accepted if it is not cashed, negotiated or deposited and is returned to the contributor within 24 hours of its receipt.

#### **SECTION 17.1.8. IDENTIFICATION OF SENDERS OF CAMPAIGN INFORMATION.**

- a) U.S. Mail. No candidate for City of Torrance elective office or committee may send more than 200 substantially similar pieces of mail that support or oppose a candidate, unless the name, street address, and city of the candidate or committee are shown on the outside of each piece of mail and on at least one of the inserts included within each piece of mail in no less than 12 point type that will be in a color or print that contrasts with the background so as to be easily legible. If the sender of the mail is a controlled committee, the name of the person controlling the committee must also be included. A post office box may be stated in lieu of a street address only if the organization's address is a matter of public record with the Secretary of State.
  - b) Electronic Mail. No candidate for City of Torrance elective office or committee may send more than 200 substantially similar transmissions of electronic mail that support or oppose a candidate, unless the name, electronic mail address, street address, and city of the candidate or committee are shown on the electronic mail in no less than 12 point type in a color or print that contrasts with the background so as to be easily legible. If the sender of the electronic mail is a controlled committee, the name of the person controlling the committee must also be included. A post office box may be stated in lieu of a street address only if the organization's address is a matter of public record with the Secretary of State.
  - c) Door Hangers and Printed Materials. No candidate for City of Torrance elective office or committee may distribute more than 200 substantially similar pieces of written material in the form of door hangers or other printed material, that support or oppose a candidate, left on private property, unless the name, street address, and city of the candidate or committee are displayed in no less than 12 point type that will be in a color or print that contrasts with the background so as to be easily legible. If the distributor of the door hanger or printed material is a controlled committee, the name of the person controlling the committee must also be included. A post office box may be stated in lieu of a street address only if the organization's address is a matter of public record with the Secretary of State. A copy of the door hanger or other printed material must be delivered to the City Clerk within forty-eight hours of distribution of the first piece. This section does not apply to printed material delivered directly to a person.
  - d) Telephone Calls. No candidate for City of Torrance elective office or committee may make or pay for 200 or more substantially similar telephone calls, which support or oppose a candidate, made by an individual or by electronic means, that advocate support of, or opposition to, a candidate, unless during the course of the call the name of the organization that authorized or paid for the call is disclosed to the recipient of the call. Unless the organization that authorized the call and in whose name it is placed has filing obligations under the Political Reform Act, and the name announced in the call either is the full name by which the organization or individual is identified in any statement or report required to be filed under the Political Reform Act or is the name by which the organization or individual is commonly known, the candidate, controlled committee, or slate mailer organization that paid for the call must be disclosed. This section does not apply to telephone calls made by the candidate, the campaign manager, or individuals who are volunteers. A candidate, controlled committee, or slate mailer organization that pays for telephone calls as described by this section must maintain a record of the script of the call for a period of one year. If any of the calls qualifying under this section were recorded messages, a copy of the recording must be maintained for one year.
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## RESOLUTION NO. 2011-92

### A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TORRANCE, CALIFORNIA, AMENDING THE CODE OF ETHICS TITLE PAGE AND THE COMMITMENT TO INTEGRITY STATEMENT, ADOPTING AN ETHICS POLICY FOR CANDIDATES FOR ELECTIVE OFFICE, AND ADOPTING GUIDELINES FOR CLARIFYING CANDIDATES' ROLES

**WHEREAS** the Torrance City Council created the Election and Candidates Ethics Committee on January 25, 2011 to produce certain materials that will support ethical conduct of candidates in their campaigns for elective office; and

**WHEREAS** the Committee reviewed material that has already been created for elected officials, appointed officials, and City employees; and

**WHEREAS** the Committee conducted extensive research and deliberated thoughtfully on an ethics program for candidates for elective office; and

**WHEREAS** the Code of Ethics for Elected and Appointed Officials that was adopted by minute order of the Torrance City Council on April 1, 2008 includes a preamble, code of conduct, standards, and commitment to integrity statement that are also applicable to candidates for elective office; and

**WHEREAS** the Committee has determined that the Code of Ethics, amended to include candidates for elective office, would best be memorialized by formal adoption of a resolution of the City Council; and

**WHEREAS** the Committee has recommended that adopting an ethics policy for candidates for elective office, which provides specific expectations of all candidates during an election campaign, would reinforce the Code of Ethics; and

**WHEREAS** the Committee has identified that establishing guidelines to clarify roles during election campaigns would benefit the community by distinguishing a candidate's role as an elective office seeker from other roles that he/she might serve;

NOW, THEREFORE, the City Council of the City of Torrance resolves as follows:

- (1) The *Code of Ethics* document and *Commitment to Integrity* statement shall be amended to include "Candidates for Elective Office;"
- (2) The Ethics Policy for Candidates for Elective Office is adopted; and
- (3) Guidelines for Clarifying Your Role as a Candidate is adopted.

A copy of the referenced documents can be found in the Election and Candidates Ethics Committee's *Report to the Torrance City Council: Recommendations for an Ethical Campaign Program for Candidates for Elective Office*, dated October 18, 2011.

INTRODUCED, APPROVED, AND ADOPTED this 18th day of October, 2011.

APPROVED AS TO FORM:	<u>/s/ Frank Scotto</u>
JOHN L. FELLOWS III, City Attorney	<b>Mayor Frank Scotto</b>
	ATTEST:
by <u>/s/ Patrick Q. Sullivan</u>	<u>/s/ Sue Herbers</u>
Patrick Q. Sullivan, Assistant City Attorney	Sue Herbers, CMC
	City Clerk

**TORRANCE CITY COUNCIL RESOLUTION NO. 2011-92**

STATE OF CALIFORNIA            )  
COUNTY OF LOS ANGELES        )     ss  
CITY OF TORRANCE                )

**I, Sue Herbers, City Clerk of the City of Torrance, California, do hereby certify that the foregoing resolution was duly introduced, approved, and adopted by the City Council of the City of Torrance at a regular meeting of said Council held on the 18th day of October, 2011 by the following roll call vote:**

AYES:	COUNCILMEMBERS	Barnett, Brewer, Furey, Numark, Rhilinger, Sutherland, and Mayor Scotto.
NOES:	COUNCILMEMBERS	None.
ABSTAIN:	COUNCILMEMBERS	None.
ABSENT:	COUNCILMEMBERS	None.

Date: <u>October 20, 2011</u>	<u>/s/ Sue Herbers</u>
	Sue Herbers, CMC
	City Clerk of the City of Torrance